

County of Roanoke
Capital Improvements Program (CIP) Review Committee

Meeting Summary – October 10, 2003

Meeting place: Roanoke County Admin Bldg, 4th Floor Conference Room

Meeting time: 11:30am – 1:15pm

All members present with the exception of Jason Perdue.

Agenda Discussion Items:

- ✓ Reviewed suggestions for modifying the Guiding Principals to be used by the Committee in evaluating and prioritizing the capital project requests. Document was finalized and the principals were adopted by the group. The committee has agreed to use these principals in the evaluation of capital projects. These principals will be presented to the Board of Supervisors at the Oct 28 meeting with the evaluation worksheet.
- ✓ Discussed the different evaluation methods and the pros and cons of the different styles. Consensus from the group to use a simple range for each evaluation criteria as opposed to specific choices for each evaluation criteria. Consensus for all criteria to have the same weight, and to have a brief description of each criteria. OMB staff will distribute updated criteria worksheet for committee review early next week.
- ✓ OMB distributed Capital Project Details and Cost Summary for committee member review.
- ✓ Reviewed potential meeting times and upcoming project reviews.

Next Meeting: October 15, 2003 3pm Public Safety Bldg